



U.S. Secret Service, Office of Human Resources



## Electronics Engineer (Public Notice Flyer)

Electronics Engineer, GS-0855-12/13/14

Vacancy Number: TEC-LB005-20-DH

- Multiple vacancies in Washington, D.C.
- Work Schedule: Full-time
- Appointment Type: Permanent
- Salary Range (per year):
  - GS-12: \$83,398.00 to \$108,422.00
  - GS-13: \$99,172.00 to \$128,920.00
  - GS-14: \$117,191.00 to \$152,352.00
- Opening and Closing Period: October 15, 2019 to October 14, 2020
- Who May Apply: All United States citizens, nationals, or those who owe allegiance to the United States; and Interagency Career Transition Assistance Program (ICTAP) eligible (only applicable if you have worked in the Federal government).

### Summary

Do you have a passion for public service? The United States Secret Service (USSS) is looking for you! The USSS is a premier law enforcement organization with two (2) critical national security missions: protect our nation's leaders and to conduct criminal investigations. Our team members continue a tradition of excellence – whether investigating financial crimes or protecting national and visiting foreign leaders. In the USSS we serve the country with duty, loyalty, justice, integrity, and courage.

The Office of Technical Development and Mission Support (TEC), Technical Security Division (TSD), is responsible for providing a technically secure environment for the President at the White House, Vice Presidential Residence, and such places that the President and Vice President may be temporarily located and providing technical security for other protectees during travel and at their residences, as directed or requested.



## Duties

The Secret Service is looking for talented individuals to:

- Provide overall planning, coordination, management, execution and control for electronics engineering Research and Development (R&D) program areas in support of the U.S. Secret Service's dual missions of investigation and protection. You will use your knowledge of and mastery in applying a comprehensive range of electronics engineering theories, concepts, principles, standards and methods sufficient to perform and advise on one or more of the following activities:
  - researches, develops, tests and evaluates Radio Frequency (RF) active and passive equipment for various operational requirements;
  - researches, tests and evaluates x-ray, metal detection and other systems for the latest technological advances in concealed weapon and object detection;
  - researches and evaluates existing and emerging laser, night vision, infrared, thermal and electro-optics technologies in support of operational requirements;
  - researches, maintains and develops enhancements for radar systems;
  - researches and develops new technologies to enhance capabilities in areas including tagging, tracking, surveillance and lawful wiretaps;
  - researches and develops systems for technical surveillance countermeasures;
  - researches and develops building access control and area intrusion detection technologies and products; and
  - monitors developments in Unmanned Aerial Systems (UAS), UAS countermeasures and biometric technologies.
- Provide overall program and project planning, coordination, management, and quality assurance for interrelated technical areas;
- Serve as a senior scientist on specialized projects and collaborate with internal and external stakeholders in developing, formulating, planning, managing, directing and executing operational programs, thus promoting best practices and enhancing the agency's investigative and protective missions;
- Participate in interagency ad-hoc working groups;
- Serve as an expert and advisor on acquisition management and implementation (e.g. pre-solicitation documentation, source selection); serve as a Contracting Officer's Representative (COR) in managing awarded contracts;
- Collaborate with internal and external stakeholders to assure that mission requirements and performance metrics are met, utilizing best practices and applicable scientific methods to ensure "real time" data/information throughout the contract/program life cycle;
- Prepare and provide briefings for Secret Service leadership and other stakeholders;
- Support fixed-site and temporary-site operations; and



- Prepare operational and maintenance specifications and guides for end-users; provide training and technical briefings to end-users regarding the use, installation, maintenance and troubleshooting of equipment.

## Benefits

The USSS offers its employees a wide range of benefits including:

- Low-cost Federal health and life insurance
- Paid Holidays
- Leave for personal, recreational, and health needs
- Thrift Savings Plan (similar to a 401(k) Plan)
- Flexible work schedules
- Telework
- Transit and child care subsidies
- Tuition reimbursement and student loan repayment
- Training and development
- Recruitment bonus or relocation bonus may be available

## Competencies

The competencies or knowledge, skills, and abilities needed to perform this job are:

- Extensive professional knowledge and skill in applying a wide range of electronics engineering concepts, principles, standards, theories and techniques sufficient to develop and direct program planning, management and direction for investigative and protective electronics engineering programs.
- Extensive scientific and professional knowledge of and skill in applying advanced operational, technical and programmatic requirements for the design, development and/or enhancement of RF equipment, radar systems, metal detection/concealed weapon systems, x-ray systems, technical surveillance/surveillance countermeasure and intrusion and biometrics technologies.
- Professional-level skill in oral and written communications to effectively and accurately communicate technical information, and prepare and present persuasive arguments.

## Qualifications

You must demonstrate at least one (1) year of the defined specialized experience equivalent to the next lower grade level **and** meet the Office of Personnel Management (OPM) Individual Occupational Requirements (IOR).

Specialized experience is defined as:

- GS-12: performing duties such as: contributing to team-based electronics engineering projects; developing Statements of Work (SOW) and solicitation packages, evaluating proposals and





providing technical oversight during contract performance; assisting in the resolution of engineering or scientific issues relative to ongoing studies requiring a fresh approach to resolve new problems; and representing an agency in interagency meetings, workshops, national and international conferences and meetings with respect to existing technologies and the feasibility of new advances in countermeasure technologies.

- GS-13: performing duties such as: participating in and monitoring specialized countermeasure research and/or developments; managing projects and programs; serving as the Contracting Officer's Representative (COR) preparing Statements of Work (SOW), schedules, cost estimates, and other contracting documents; planning and conducting equipment/system evaluations; developing technical standards; program planning and coordination; serving as a Subject Matter Expert (SME) to management and other government agencies or contractor personnel with respect to existing technologies and the feasibility of new advances in countermeasure technologies; coordinating with other government agencies, industry and academia with regards to protective technologies; and preparing and presenting technical program and narrative information related to the following areas; active and passive radio frequency systems, detection systems, electro-optic technologies, system engineering, system integration, etc.
- GS-14: performing duties such as: leading and monitoring specialized countermeasure research and/or developments; concurrently managing multiple projects and programs; serving as the Contracting Officer's Representative (COR) preparing Statements of Work (SOW), schedules, cost estimates, and other contracting documents; planning and conducting equipment/system evaluations; developing technical standards; program planning and coordination; serving as a Subject Matter Expert (SME) to management and other government agencies or contractor personnel with respect to existing technologies and the feasibility of new advances in countermeasure technologies; coordinating with other government agencies, industry and academia with regards to protective technologies; and preparing and presenting technical program and narrative information related to the following areas; active and passive radio frequency systems, detection systems, electro-optic technologies, system engineering, system integration, etc.

## AND

Office of Personnel Management (OPM) Individual Occupational Requirements (IOR) is defined as:

<https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/0800/files/all-professional-engineering-positions-0800.pdf>

Accrediting institutions recognized by the United States <https://www.ed.gov/>

## Conditions of Employment

- Security Clearance: Top Secret
- Successful completion of a polygraph examination
- Pass a drug test (urinalysis)
- Shift work may be required



- Must be able to work holidays, evenings, weekends and during inclement weather and government shutdowns as required to support operations
- Will be subject to on-call and irregular work hours
- Certify you have registered with the Selective Service System if you are a male applicant born after December 31, 1959, or certify you are exempt from having to do so under Selective Service law.

## HOW TO APPLY

### Instructions for Submitting Resumes and Applicable Documents

All resumes, unofficial college transcripts, and certifications should be submitted to [EEngineer@usss.dhs.gov](mailto:EEngineer@usss.dhs.gov) and include work experience in month/year format (MM/YYYY), reflecting starting date and ending date, and include the number of hours worked per week. You must submit a copy of your college transcript/certification to be considered.

**Special Priority Selection rights under ICTAP:** Submit a copy of your agency notice, copy of your most recent performance appraisal (with at least a satisfactory rating), and your most current Notification of Personnel Action, SF-50 noting position, grade level, and duty location. To be considered well qualified, you must meet the specialized experience and OPM's Individual Occupational Requirements as listed in the Qualifications Section. The subject line of your email should state ICTAP.

### Next steps

Once your complete application is received we will conduct an evaluation of your qualifications and determine your eligibility. You will only be contacted if your resume/documents are deemed to meet the OPM Qualifications Standard **and** if you are selected for an interview. Otherwise, you will be notified at the conclusion of the open period.

Applying to this announcement certifies that you give permission for DHS to share your application with others in DHS for similar positions.

*Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.*

*The Department of Homeland Security encourages persons with disabilities to apply, to include persons with intellectual, severe physical or psychiatric disabilities, as defined by 5 CFR § 213.3102(u), and/or Disabled Veterans with a compensable service-connected disability of 30 percent or more as defined by 5 CFR § 315.707. Veterans, Peace Corps/VISTA volunteers, and persons with disabilities possess a wealth of unique talents, experiences, and competencies that can be invaluable to the DHS mission. If you are a member of one of these groups, you may not have to compete with the public for federal jobs. To determine your eligibility for non-competitive appointment and to understand the required documentation, click on the links above or contact the Servicing Human Resources Office listed at the bottom of this announcement.*

Equal Employment Opportunity Policy <https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/>

